GradeCaster
Minutes from Feb. 26 (Wed) 11:00-11:50am
CS/Math Conference Room (MUS 206)

11:00   How do you expect to complete the opt-in and email verification   Adam Cass
steps?
1. Provide a paper opt-in form for the student to sign and
   return immediately in class.
2. Send verification email to the email in which the grades
   would be sent.
3. Receive a response of the email and mark spreadsheet.

   or

1. Email an opt-in form to the email in which the grades would
   be sent.
2. Students need to print, sign and return this copy.
3. Using the signed permission form, instructor marks
   spreadsheets.

*Neither of the above. Users want to separate getting permission
to send grades via email addresses from verifying the email
address.*

*Getting permission: The users prefer to have the option
between emailing the opt-in form for the students to print
or printing the forms themselves and handing them to
students.*

*Verifying the email addresses: This is done via email and
will provide a record showing FERPA conformance.*

*Obtaining email addresses: The system should use a list of
student emails generated from Moodle or Oredigger Web
and should provide a tutorial, possibly on YouTube,
explaining these can be gotten. These email addresses
should be editable. Users can elect to allow students to use
a non-university email, but this may increase the likelihood
of FERPA errors.*

11:15   Use Cases: Send Grades   Jon Wareham
- How do users envision creating messages to students
  containing their grades?

*Users greatly prefer a button to run the macro instead of
having to navigate through menus to find the macro. The
installation file should add the "send grades" macro to the
macro list of the standardized Excel spread sheet, along
with the button. (Note that there is a mode under the
developer options menu that disables the use of Macros.*

This option can be changed by opening the developer menu, and using the macro security option. The user would need a YouTube video or step by step guide explaining how to open the Excel Developer menu to run the macro.

- o Place subject and date into spreadsheet or have a dialog box?

Users want the system to display a default subject and message body, which they can either send directly, or edit and send. Changes made to this default would be for the current email only.

The subject should look something like:
*   <Class Name> grades as of <Current Date>*
and the body should be something like:
*   A spreadsheet containing your grades for <Class Name> is attached. Have a good day.*

- Formatting of Spreadsheet

Users prefer to send a spreadsheet attachment instead of displaying the grades as text in the email. It was suggested that Tech's CTS be consulted as to whether sending spreadsheets will "clog" the server for large classes.

The system should have a small number of required columns:
*   Name*
*   Email*
*   Opt-in checkbox*

One user prefers that the name be parsed with the last name and first name, maybe even a middle initial, separated. Users want the students to be listed by alphabetical order using their last names. While, this is something the users would have to ensure with their grade sheets, it may be simpler if last names are separated, or at least come first.

Users should be able to specify fields which should not be sent to the student's email. Users specified using negative logic, that is, any column that is checked or otherwise indicated, should not be sent, the system assumes that unmarked fields are to be sent. This is because there are generally more columns the students will see than those they will not.